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MINUTES

DIVISION TRAINING OFFICERS MEETING
10 December 1954

ATTENDANCE:

[Redacted Attendance List]

1. Training Support Planning Guide. [Redacted] OTR, discussed the Guide. He suggested the Training Officers discuss Annex A and definition of plans with their Division Chiefs. The deadline for suggestions or revisions to the Guide was set for 17 December.

[Redacted] also commented on the Proposed Basic Area Training Program. The deadline for reactions to the proposal and responses to the questions asked is 31 December.

2. Use of Training Evaluation Reports. [Redacted] ABE/OTR, discussed the bulletin sent out on this subject. There was disagreement with the new policy set forth in the bulletin that Part II of Evaluations would not be included in the Personnel File. Further discussion on this was left open until the next meeting.

Absence of Students [Redacted] Requests for students to be absent from [Redacted] must originate at Headquarters and not with the student [Redacted]

Prerequisites for Investigative Techniques. Phases 1-2-3 are prerequisites for the new ITC although it will be possible for Phase 3 to be deferred when justified.

Pretesting dates. Pretest in December will be Dec. 16, 17, and 30.

[Redacted] LDP has one slot only which may be filled for either 4 April, 9 May, or 20 June.

Requirements for Course Schedules. It was announced that distribution of course schedules to Divisions will be cut down to a minimum. Students receive schedules upon entering a course and the further need for schedules for the Divisions is minimal.

Survival Course. A one-week Tropical Survival course can be given the first part of January if there is a requirement for it. Division Training Officers are to advise the Staff Training Officers of their requirements.

JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC. NO. 8 NO CHANGE
IN CLASS! / CLASS CHANGED TO: [Redacted] RET. JUST. 22
NEXT REV DATE 29 MAY DATE 6/14 REVIEWER [Redacted] TYPE DOC. 93
NO. PGS 2 CREATION DATE - ORG COMP 11 CFI 11 ORG CLASS 5
REV CLASS C REV COORD. 5 - AUTH: HR-70-3

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9. Training Coordination between the Division Training Officer and the CS Training Committee. It was announced that the CS Training Committee and the Staff Training Officers are not being kept advised concerning various training projects undertaken by the Area Divisions. It is the prerogative of the Division Training Officer to be kept so informed by their Divisions and the responsibility of the Division Training Officer to keep the CSTC and the Staff Training Officer advised of such projects.
10. Availability of Language Proficiency Testing. OTR is currently encouraging any persons who have taken or are taking language training under Agency sponsorship to make themselves available for proficiency testing. Proficiency testing is also available on an individual basis for any Agency personnel who desire to have a formalized statement of their language proficiency.
11. The next meeting of Training Officers will be 7 January 1955.

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